

APPLICATION FOR THE USE OF THE BRANFORD RECREATION DEPARTMENT  
BRANFORD COMMUNITY HOUSE  
46 CHURCH STREET BRANFORD, CT 06405  
(203) 488-8304

NAME OF ORGANIZATION: \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ HM PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WK PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

NUMBER ATTENDING FUNCTION: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*PLEASE LIST THE EXACT DATES: (MONTH, DAY, AND DATE)	AM/ PM	AM/ PM
DATE: _____	TIME: FROM _____	TO _____
DATE: _____	TIME: FROM _____	TO _____
DATE: _____	TIME: FROM _____	TO _____
DATE: _____	TIME: FROM _____	TO _____
DATE: _____	TIME: FROM _____	TO _____
DATE: _____	TIME: FROM _____	TO _____
DATE: _____	TIME: FROM _____	TO _____
DATE: _____	TIME: FROM _____	TO _____

\*PLEASE USE ADDITIONAL PAPER IF NECESSARY

ROOM SET-UP REQUEST: \_\_\_\_\_

(CLASSROOM STYLE, U-SHAPE ETC.)

**PLEASE READ THE FOLLOWING:**

**ALCOHOL IS PROHIBITED**

All room reservations are subject to approval by the Director of Recreation. In consideration of the use of the Branford Recreation Community House, I certify that the information provided is accurate and I understand and accept full responsibility for the conduct of the group and any damages to equipment or the facility.

Please contact Andrea Kenney at 488-8304 with any questions or you may e-mail [akenney@branford-ct.gov](mailto:akenney@branford-ct.gov). Rooms can be signed out for a maximum four hour slot unless permission is received. Hours during the day are from 8:30 a.m. to 5:00 p.m. Evenings hours are from 5:00 p.m. until 9:30 p.m. sharp. Our building is closed on Sundays all year long. If you are interested in using a room for a birthday party, please fill out the birthday party form.

For cancellations and closings due to inclement weather, please call 488-8304 and access our directory.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail all forms to: "Branford Recreation Department" or fax to: 203-315-4017  
Attn. Andrea Kenney  
46 Church Street  
Branford, CT 06405

Forms can also be submitted to the Recreation Department office. Office hours are from 8:30 a.m. to 4:30 p.m.